

DEPARTMENT OF ALCOHOL AND DRUG PROGRAMS

1700 K STREET
SACRAMENTO, CA 95814-4037
TDD (916) 445-1942
(916) 322-2911



Dear Prospective Applicant:

Application for Drug Medi-Cal Certification as a Substance Abuse Clinic

Thank you for inquiring about Drug Medi-Cal (DMC) certification. The services eligible for reimbursement through the DMC system are: outpatient drug free, narcotic treatment program (formerly outpatient methadone maintenance), day care habilitative, naltrexone, and perinatal residential. In order to receive DMC reimbursements, a provider must be certified as a substance abuse clinic to provide any of these services. The certification process consists of the program provider submitting a complete application and a Department of Health Services (DHS) Medi-Cal Disclosure Statement (Form DHS 6207), and the Department determining, through an on-site review, that the clinic is in full compliance with federal and state Medicaid requirements. An application for DMC certification is enclosed.

It is important for the provider to become familiar with all of the requirements for DMC certification. These requirements are contained in the enclosed Drug Medi-Cal Certification Standards for Substance Abuse Clinics; State of California Standards for Drug Treatment Programs; and Title 22, California Code of Regulations, Sections 51341.1, 51490.1, and 51516.1. Additional enclosures are listed below:

- Fire Clearance/Zoning Approval Packet
- Drug Medi-Cal (DMC) Sample Protocol
- Drug Medi-Cal Certification Process flowchart
- Drug Medi-Cal Workbook
- Data Report Requirements (Facilities and Programs)
- Title 42, Code of Federal Regulations, Part 2 – Confidentiality of Alcohol and Drug Abuse Patient Records

The following steps are provided to help you through the DMC certification process:

1. Obtain a fire safety clearance for each site to be certified. The enclosed fire clearance form may be used. If the substance abuse clinic or satellite site is located at a public school, obtain a letter from the school principal certifying that all services provided at the public school meet site meet fire safety rules and regulations.
2. Obtain a use or business permit for each site to be certified. The enclosed zoning approval form may be used. If a use or business permit is not required, obtain a letter of exemption from the local authority that issues

- building or use permits. If the substance abuse clinic or satellite site is located at a public school, in lieu of a use permit, obtain a letter from the school principal authorizing the provision of services at the public school site.
3. Complete or update your administrative and personnel policies and procedures. Include a cover letter indicating that they are reviewed annually by the program director.
 4. Provide written documentation that the program has appointed a medical director.
 5. Obtain a letter from a general acute care hospital certifying that at least one physician practicing at the clinic is authorized to admit patients. A plan for ensuring needed hospital services may be substituted for the letter. The plan is subject to approval by the Department of Alcohol and Drug Programs.
 6. Maintain current medical policies and procedures which are reviewed by the medical director at least annually and revised as necessary.
 7. Maintain current and complete personnel records of all staff members, including the medical director. Complete personnel files include (1) an application for employment and/or resume, (2) an employment confirmation statement, (3) a code of conduct, (4) a salary schedule and salary adjustment information, (5) employee evaluations, (6) health records as required, and (7) other personnel actions (e.g. commendations, discipline, status change, employment incidents and/or injuries).
 8. Maintain complete client files.
 9. Maintain a copy of your drug protocol(s) (as required by Section IIIA of the State of California Standards for Drug Treatment Programs).
 10. Post program hours of operation and an emergency telephone number for participants/ clients to use when the program is closed.
 11. Maintain the clinic site in a clean, sanitary, and good repair condition.
 12. Prepare a written application that is complete. Prepare a DHS Medi-Cal Disclosure Statement (Form DHS 6207). Submitting an incomplete application will delay the certification process.

Mail your completed application to:

State of California
ATTN: Drug Medi-Cal Certification
Department of Alcohol and Drug Programs
Residential and Outpatient Programs Compliance Branch
1700 K Street
Sacramento, CA 95814

Once DMC certification has been granted, reimbursement for DMC services will normally be obtained through a contract with the County Alcohol and Drug Programs Administration. Information regarding the contract process can be obtained directly from the county office.

After the DMC certification has been granted, new DMC providers will be sent a billing information package. The billing package will provide the procedures for proper billing.

Please feel free to call (916) 322-2911 if you have any questions about the DMC certification process. We look forward to working with you to establish and maintain substance abuse treatment services through this funding alternative.

Attachments

- Application for Drug Medi-Cal Certification as a Substance Abuse Clinic
- Department of Health Services Medi-Cal Disclosure Statement (Form DHS 6207)
- Fire Clearance/Zoning Approval Packet
- State of California Standards for Drug Treatment Programs
- Drug Medi-Cal Certification Standards for Substance Abuse Clinics
- Title 22, California Code of Regulations, Sections 51341.1, 51490.1, and 51516.1
- Drug Medi-Cal (DMC) Sample Protocol
- Flowchart--Drug Medi-Cal Certification Process
- Drug Medi-Cal Workbook
- Data Report Requirements (Facilities and Programs)
- Title 42, Code of Federal Regulations, Part 2

cc: County Alcohol and Drug Program Administrator (letter only)